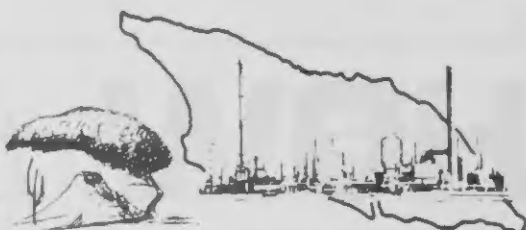


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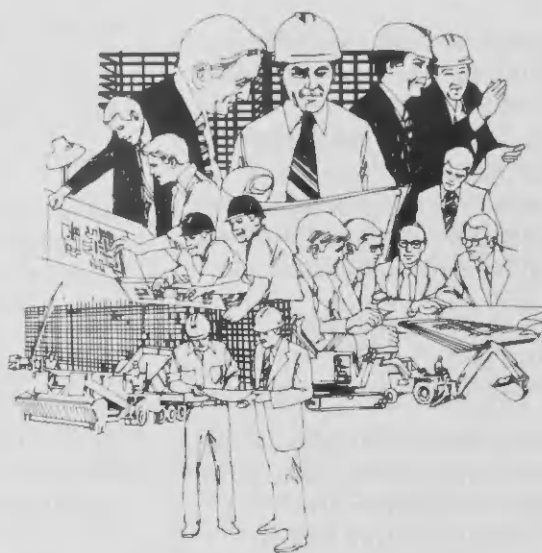
Lago Oil & Transport Co., Ltd.

Aruba, Netherlands Antilles

NEWS

VOLUME 46 - No. 11

NOVEMBER 1984



On October 31, 1984, Lago Oil & Transport Co., Ltd., announced its intention to shut down on March 31, 1985. Under these special circumstances it appears to be proper to dedicate an issue of the Esso News to: "How to look for a job". This topic has been handled in books, newspapers, magazines and seminars.

Obviously then, it is not possible to cover all possibilities or approaches in looking for a job in this one issue. This issue does, however, include some general suggestions that you can use to your advantage.

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Dia 31 di October, 1984, Lago Oil & Transport Co., Ltd., a anuncia su intencion pa sera su portanan dia 31 di Maart, 1985. Bao di e circunstancianan especial aki, ta parce di ta apropia pa dedica un publicacion di Esso News na: "Con pa busca trabao". E topico aki a ser trata den buki, corant, revista y seminarionan.

Obviamente anto, no ta posibel pa cubri tur posibilidad y acercamiento den buscamento di trabow den e solo publicacion aki. Sinembargo, e publicacion aki ta contené algun sugerencianan general cu bo por usa na bo beneficio.

HOW *to look for a* JOB

Finding a job is not easy these days. Finding a job that would be perfect for you is even more difficult. To say the least: Finding a job is a job in itself.

Before you start job hunting, you have some homework to do. First, take a good look at yourself.

Discover or rediscover your personal qualities. What are your strengths and your weaknesses?

What services can you offer to an employer? Think about your skills, knowledge, experience and abilities. You probably will discover quite a few positive qualities you forgot you had. Next, search out prospective employers. Scan through the "wanted ads" in the newspapers and contact your friends and relatives to find out whether they know of any business in need of a person with your qualifications.

You can also put on the list, those companies that you know employ people with your qualifications, even though they may not have any vacancies at the moment (they may put your data on file and contact you when they do have vacancies).

Now you can apply for a job! To do that, you have to go through the following steps:

- I. Write your curriculum vitae (also referred to as "resume" or "data sheet")
- II. Write your job application letter.
- III. Prepare yourself for an interview with the prospective employer.

These three items will be individually discussed in this issue.

First impression: your application letter

The job application letter is the letter you write to a prospective employer to apply for a job. Your goal is to get the employer interested in you to the extent that he will contact you for an interview. That is why this letter should truly represent you.

Because it does, whether you know it or not.

Being unknown to the employer, this letter is your first opportunity to make a favorable impression.

Use it! Your personality, individuality and background should all form part of that letter. The tone of such letter should always, however, be one of modest confidence in your abilities. The appearance of the letter should be

neat, with well-aligned margins, and without any grammatical or typographical errors.

The application letter is very personal, there are no definite rules as to how you should write it. There are, however, some guidelines, stated below, that you can follow, adding or subtracting until it fits your needs:

Paragraph I:

- State where/how you learned of the position
- Say that you are applying for a certain job

Paragraph II:

- Relate how your education and experience fit the employer's requirements

Paragraph III:

- Mention personal qualifications

EXAMPLE I

Lagostraat 19
San Nicolas
Aruba, Netherlands Antilles

January 5, 1985

Mr. John Smith
Managing Director
Smith & Muller Company
12 NW 21st
Miami, FL 51409
U.S.A.

Dear Mr. Smith:

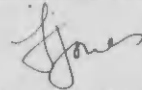
Your ad for an Accountant in your Marketing organization in last Saturday's Herald is of special interest to me because it calls for qualifications which correspond with my background and job objective.

You will note from my enclosed resume that I have a good professional background in financial accounting, and also some years of experience in the marketing field.

I would like to be employed by a company such as yours, which I consider to be one of the most promising in the area. With seven years of experience at one Company, I am looking forward to new challenges which I know will await me as an Accountant with your firm.

May I ask you to read the resume and permit me to phone your secretary next week for an appointment? I look forward to meeting with you.

Sincerely yours,



Jonathan Jones

— Explain why you would be successful in such a position and why you are interested in that kind of business

Paragraph IV:

— Refer to your resume which should be attached to your letter.
— Express your wish for an interview.

Do not try to say too much in your application letter. It should not be longer than one page. All other information should be covered in your resume. The two examples, on pages 2 and 3, will give you a better idea of what an application letter looks like.

Please note that you should send a personal letter to every company where you apply for a job. Do not send photocopies of standard letters of different firms. That would show a lack of interest and common courtesy.

CON *pa busca* TRABAO

No ta facil pa hanja un trabao den e temponan aki. Hanja un trabao cu lo ta perfecto pabo ta hasta más difícil. Pa bisé na un manera suave: Hanja un trabao ta un trabao ariba su més. Pero promé bo cuminza busca trabao, bo tin algun tarea pa haci. Promé, wak bo mes den spiel. Descubrí of re-descubrí bo cualidadnan personal. Kiko ta bo potencialnan y bo debilidadnan? Ki servicio bo por ofrecé un doño di trabao? Pensa ariba bo aptitudes y saber, experiencia y abilidadnan. Probablemente bo

lo descubrí un bon cantidad di cualidadnan positivo di cual bo a lubidá cu bo tabata tin nan. Siguientemente, busca y scohe posible doñonan di trabao. Busca den e anuncionan den corantnan pa mira si tin oportunidad pa trabao y tuma contacto cu bo amigonan y familia pa averiguá si nan sá di cualquier negoshi cu tin mester di un hende cu bo cualidadnan. Tambe bo por pone ariba bo lista, e companianan di cual bo sá cu nan ta emplea hendenan cu bo cualidadnan, aunke por ta cu na e momento ey nan no tin oportunidad pa trabao (nan por pone bo datonan den nan "file" y tuma contacto cubo ora cu nan tin oportunidad pa trabao). Awor bo por aplicá pa un trabao. Pa haci esey, bo mester tuma e siguiente tres pasonan:

- I. Scirbi bo "curriculum vitae", esta un sumario personal y profesional (tambe yamá "resume", esta resumen of "data sheet", esta un sumario di datos).
- II. Scirbi bo carta di aplicacion pa trabao.
- III. Prepará bo mes pa un entrevista cu e presunto doño di trabao.

E tres puntonan aki lo wordo discutí individualmente den e edicion aki.

Promé impresion: bo carta di aplicacion

E carta di aplicacion pa trabao ta e carta cu abo ta scirbi na un posible doño di trabao pa aplicá pa un trabao. Bo meta ta pa logra haña e interes di e doño di trabao te den tal grado cu e lo tuma contacto cubo pa un entrevista. Ta pesé e carta aki mester realmente representabo. Pasobra e carta ta

EXAMPLE II

Madurostraat 999
Oranjestad
Aruba, Netherlands Antilles

December 10, 1984

Ms. Pat Mark
Director, Personnel
Insurance Unlimited
Havenstraat 900
Aruba, Netherlands Antilles

Dear Ms. Mark:

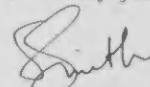
I was informed by one of your employees that you will soon have an opening for the position of secretary in your Medical Claims Department. I believe that I am qualified for that position, and am therefore sending you a copy of my resume.

My shorthand rate is 120 wpm; and my typewriting rate 70 wpm. I am experienced in the use of machine dictation and transcription equipment. I am also thoroughly familiar with the use of electronic display writers.

As you can see from the attached resume, I have experience in handling medical claims, and I believe that this experience will be quite useful at your Company also.

I am looking forward to an interview at your convenience. Insurance Unlimited is a company I know I would enjoy working for.

Sincerely yours,



Samantha Smith

haci esey, sea cu bo sá of no sá. Siendo un desconocido pa e doño di trabao, e carta aki ta bo promé oportunidad pa haci un impresion favorable. Uza e oportunidad aki! Bo personalidad, individualidad y bo antecedente, tur esaki mester forma parti di e carta ey. E tono di e carta mester ta semper, sinembargo, uno di un confianza modesto den bo abilidadnan. E apariencia di e carta mester te nechi y ordená, cu margennan bon alineá, y sin ningun error gramatical of tipografico. Como cu e carta di aplicacion ta hopi personal, no tin reglanan definí pa loke ta trata e manera cu e carta mester wordo scirbí.

Sinembargo, aki ta sigi algun conseho pa guia bo ora bo scirbi bo carta, agregando y kitando te ora e cumpli cu bo necesidadnan:

Parágrafo I:

- Mencioná unda/con bo a hanja sá di e posicion cu tin habri
- Bisa cu bo ta aplicando pa un cierto trabao

Parágrafo II:

- Relatá con bo educacion y experiencia ta cumpli cu e requisitonan di e doño di trabao

Parágrafo III:

- Mencioná bo cualidadnan personal
- Splica pakiko bo lo ta exitoso den un posicion asina y pakiko bo ta interesá den e tipo di negoshi ey.

Parágrafo IV:

- Referí na bo "curriculum vitae" (resumé) cual mester compañá bo carta. Tambe expresá bo deseo pa un entrevista.

No purba bisa mucho den bo carta di aplicacion. E no mester ta mas largo cu un pagina. Cualquier otro informacion mester ta cubrí den bo "curriculum vitae", esta e sumario personal y profesional. E dos ehemplonan, ariba pagina 2 y 3, lo dunabo un mihor idea tocante con pa scirbi un carta di aplicacion.

Por favor tuma nota cu bo mester manda un carta personal. No manda fotocopia di cartanan di modelo pa e diferente companianan. Esei lo muestra un falta di interés y cortesía común.

THE RESUME: A quick reference guide

Attaching a resume along with the application letter is almost a "must". The resume is basically a summary of your education and your professional advancement along with some personal details. It is very helpful to the prospective employer as a quick reference guide, and as such should not be longer than two pages. Usually, the resume contains the following information:

- A. Personal identification: full name, address, phones
- B. Educational background: start with the highest level of education, conclude with high school. Mention degrees, names of institutes, dates.

- C. Employment Experience: chronologically from present to past; include employment dates, job title, brief job description and if applicable a concise summary of your special accomplishments.
- D. Memberships/Significant courses/Hobbies
- E. Personal data: date of birth, birthplace, nationality, health, marital status.
- F. References

Below follows some examples of a resume. Remember, though, that **you should shape the data to fit your particular needs. You can adapt the headings to suit your requirements, making deletions or adding new headings where appropriate.**

E RESUMEN: Un guía pa referencia rápido

Un carta di aplicacion mester wordo compañá pa un resumen. E resumen ta basicamente un sumario di bo educacion y bo adelanto profesional hunto cu algun detayenan personal. E ta hopi util pa e presunto doño di trabao como un guia pa referencia rápido, y como tal no mester ta mas cu dos pagina. Generalmente e resumen ta contené e siguiente informacion:

- A. Identificacion personal: nomber completo, adres, number di telefon(nan)
- B. Educacion: cuminza cu e nivel di educacion mas halto, terminando cu skol secundario. Haci mencion di bo gradonan, nomber di institucionnan, fechanan.

- C. Experiencia di empleo: cronológicamente di presente pa pasado; inclui fechanan di empleo, título di e trabao, un descripcion breve di e trabao y si ta aplicable un sumario conciso di bo logronan especial.
- D. Miembresia/Cursonan signifiante/Hobby-nan.
- E. Datonan personal: fecha di nacimiento, lugar di nacimiento, nacionalidad, salud, estado marital.
- F. Referencianan
Aki bao ta sigi algun ehemplo di un resumen. Corda, sinembargo, cu bo mester adaptá e datonan pa sirbi bo necesidadnan particular. Bo por adaptá e titulongan pa sirbi bo requisitonan, kitando of agregando titulongan nobo unda ta apropiá.

EXAMPLE ICURRICULUM VITAE

John Smith
 Sinaasappelstraat 999
 Aruba, Netherlands Antilles
 Phones: 99999 (home)
 89999 (office)

OBJECTIVE

Initially obtain a position as a professional engineer with assignment covering any of the following areas: project design, project engineering, or cost estimating. Although a career in the professional field is acceptable, a managerial career is preferred.

EDUCATION

Bachelor of Science in Mechanical Engineering, Wheaton College, Boston, Massachusetts, U.S.A., 1974 - 1978.

Pre-college at Colegio Arubano, Aruba, Netherlands Antilles. Diploma. 1969 - 1974.

EMPLOYMENT EXPERIENCE

- Summary: Six years of engineering experience at Lago Oil & Transport Co., Ltd., an Exxon affiliate in Aruba.
- 1982 - Present: Project Engineer. Primary responsibilities included project development from initial phase through cost estimating, funds approval, and actual implementation of projects varying in size from \$50,000 to \$1,000,000. Job responsibilities during the execution phase included field follow-up, safety precautions, job and manpower scheduling, final documentation and dealings with middle and executive management during all phases of the project.
- 1980 - 1982: Contact Engineer with the Company's Energy Conservation Section. Monitor and analyze energy balances of furnaces and make recommendations for improvement.
- 1978 - 1980: Engineer. Prime responsibilities included investigating problem areas in the field of rotating equipment. Make recommendations for improvements. Stress analysis of structures, both steel and concrete.
- Summer 1976/77: Summer student with the same Company. Project: update piping drawings for the Alkylation Plant.

MEMBERSHIP

Aruba Engineering Society.

HOBBIES

Chess, swimming, tennis.

PERSONAL DATA

Born: August 7, 1956, Aruba
 Nationality: Dutch
 Status: Married, two children
 Health: Excellent

REFERENCES

Will be provided on request.

EXAMPLE IICURRICULUM VITAE

John Smith
 Sinaasappelstraat 999
 Aruba, Netherlands Antilles
 Phones: 99999 (home)
 89999 (office)

JOB EXPERIENCE

1982 - Present: Advanced Electrician, Lago Oil & Transport Co., Ltd., an Exxon affiliate in Aruba. Responsibilities:

- Troubleshooting, repair, and general maintenance of electrical power systems (110 - 220 - 440 - 2,400 - and 13,800 Volts), including cable splicing, installation of conduits, pullboxes, substation equipment, and relay calibration.
- Installation of new power systems from engineering drawings.
- Installation, troubleshooting, repair, and general maintenance on the Company's telephone system, including the telephone exchange.

1978 - 1982: Electrician, Lago Oil & Transport Co., Ltd., Aruba. Duties:

- Training phase for advanced electrician status. Duties included all of the above, usually accompanied by an advanced electrician.

EDUCATION

1974 - 1978: Pre-college Engineering School (MTS), Aruba. Degree in Electrical.

SPECIAL SKILLS

- Familiar with the Critical Path Method for work planning.
- Certificate in Electronics from
- Certificate in Computer Programming (Basic, Cobol, PLI) from

PERSONAL DATA

Born: August 7, 1956, Aruba
 Nationality: Dutch
 Status: Married, two children
 Health: Excellent

REFERENCES

Will be provided on request.

EXAMPLE IIICURRICULUM VITAE

John Smith
Sinaasappelstraat 999
Aruba, Netherlands Antilles
Phones: 99999 (home)
89999 (office)

OBJECTIVE

Obtain a position as process operator in a petro-chemical or chemical plant.

JOB EXPERIENCE

Over six years of experience as operator at Lago Oil & Transport Co., Ltd. an Exxon affiliate in Aruba.

1982 - Present: Panel Operator

Direct and give guidance to operating personnel to ensure smooth and efficient operating of process units including start-ups and shutdowns. Record operating data and prepare necessary documentation for turnover at shift changes. Work from posted, written, and oral orders issued by a shift supervisor or higher authority. Confer with preceding and relieving operators. See that operating conditions on the units are maintained in accordance with instructions and make any necessary changes to ensure proper product quality.

1978 - 1982: Assistant Operator

Worked from instructions and under direction of field and panel operators. Visually inspected furnaces and other process equipment at regular intervals to ensure that satisfactory operating conditions were maintained. Replaced the operator on an acting basis when that was required. Kept records of all instruments which were not automatically recorded at the Control House.

EDUCATION

1975 - 1978: Pre-college Mechanical Engineering (MTS); diploma; Aruba.

1971 - 1975: Trade-school; metals trade; certificate; Aruba.

PERSONAL DATA

Born: August 7, 1956, Aruba
Nationality: Dutch
Status: Married, two children
Health: Excellent

REFERENCES

Will be provided on request.

You have already come a long way if you've been contacted for an interview by a prospective employer. It means that your application letter and resume have made a favorable impression on him. It also means that the employer is willing to consider you for a position in his company. The decision that he will take now depends on your interview. Someone once said that the best guides to follow in an interview are "your own sense of judgement and good taste, the interviewer's manner, the type of position, and your own strongly held principles and standards."

There are, however, some general suggestions you may consider:

- Before you go on the interview, learn all you can about the company you are applying at and the position you are applying for. The interviewer may ask you why you

THE INTERVIEW

chose his company or that specific position.

- Be prepared to answer questions about your past experiences, positions, training, hobbies and personal characteristics. Do not just repeat what is in your letter or resume; expand a little on it.
- At least for the first minute of the interview, the interviewer will absorb what he sees. Therefore your dress, cleanliness, neatness and politeness, in all details, are of utmost importance.
- Give full, but not longwinded, answers to every question asked. In general, a simple "yes" or "no" would be impolite. Give direct, specific and detailed answers.
- Do not criticize your past employers/companies. The interviewer may conclude that you will do the same to his company.

- Look directly at the interviewer(s) when answering or listening.
- You should not bluff! Neither should you show any form of extreme self-depreciation.

As we said before, **the best guides to follow are your common sense and good judgement. Be your best self, and success!!**



Ya bo lo a logra hopi kaba si bo a ser acerca pa un entrevista cu un prospecto dunador di trabao. Esey kiermeen cu bo carta di aplicacion y bo resumen a haci un impresion favorable ariba dje. Esey kiermeen tambe cu e dunador di trabao kier considerabo pa un posicion cu su compania. E decision cu e lo tuma awor, ta depende ariba bo entrevista cu ne. Un hende a yega di bisa cu e mihor guianan pa sigi den un entrevista ta "bo mesun sentido di huicio y bon smaak, e maneranan di esun cu ta entrevistabo, e tipo di posicion cu bo ta buscando, y bo mesun principio y estandartenan cu bo ta atene bo mes fuertemente na nan." Sinembargo, tin algun sugerencia general cu bo lo kier considera:

- Prome cu bo bai e entrevista, siña tur lo cual bo por di e compania na unda bo ta aplica y di e trabao cu bo ta

aplica pe. E persona cu entrevistabo lo por puntrabo pakiko bo a kies e compania of e posicion especifico ey.

- Sea prepara pa contesta preguntanan ariba bo experiencianan, posicionnan, entrenamento, hobby y caracteristicanan personal. No repeti solamente lo cual bo tin ariba bo carta of resumen kaba; expande un poco ariba dje.
- Por lo menos pa e prome minuut di e entrevista, e persona cu ta haci e entrevista lo ta absorbando locual e ta wak. Pesey mes, bo manera di bisti, limpieza, netheid, y bon manera, den tur detaye, ta di mayor importancia.
- Duna contestanan henter, pero sin papia di mas, na tur pregunta cu ser haci. En general, un simple "si" of "no" lo ta sin manera. Duna contestanan directo, specifico y detaya.

E ENTREVISTA

- No critica e dunadornan di trabao/companianan pa ken bo a traha den pasado. E persona cu ta haci e entrevista lo por conclui cu bo lo haci mescos cu su compania.
- Wak e persona(nan) cu ta entrevistabo den su (nan) cara ora cu bo contesta of scucha.
- Bo no mester blof! Tampoco bo no mester muestra niun forma di falta di aprecio propio.

Manera cu a ser bisa prome. ■ **mihor guianan pa sigi ta bo sentido comun y bon huicio. Sea bo mes, den bo mihor forma, y Exitó!** ■